

FIGURE 1

PROCESS START

ACCESS USER I/F  
DISPLAY PAGE

ENTER USER  
INFORMATION

SELECT  
EMPLOYEE TYPE

SELECT  
COUNTRY

SUBMIT USER INFO  
+ EMPLOYEE +  
COUNTRY SELECTIONS

VIEW LIST OF  
AVAILABLE EMP-  
LOYEE RECRUITING  
RELATED TOPICS

SELECT FROM LIST  
OF AVAILABLE  
TOPICS

VIEW STATIC  
CONTENT AND/OR  
FORMS

PRINT HARDCOPY  
OF CONTENT OR  
BLANK FORM

ELECTRONICALLY  
SAVE COPY OF  
FILLED-OUT FORM

ELECTRONICALLY  
FILL-OUT FORM

PRINT HARDCOPY  
OF FILLED-OUT  
FORM

ELECTRONICALLY  
TRANSFER COPY  
OF FILLED-OUT FORM

PROCESS COMPLETE

FIGURE 2

200

202

204

206

208

210

212

214

216

218

220

222

224

226

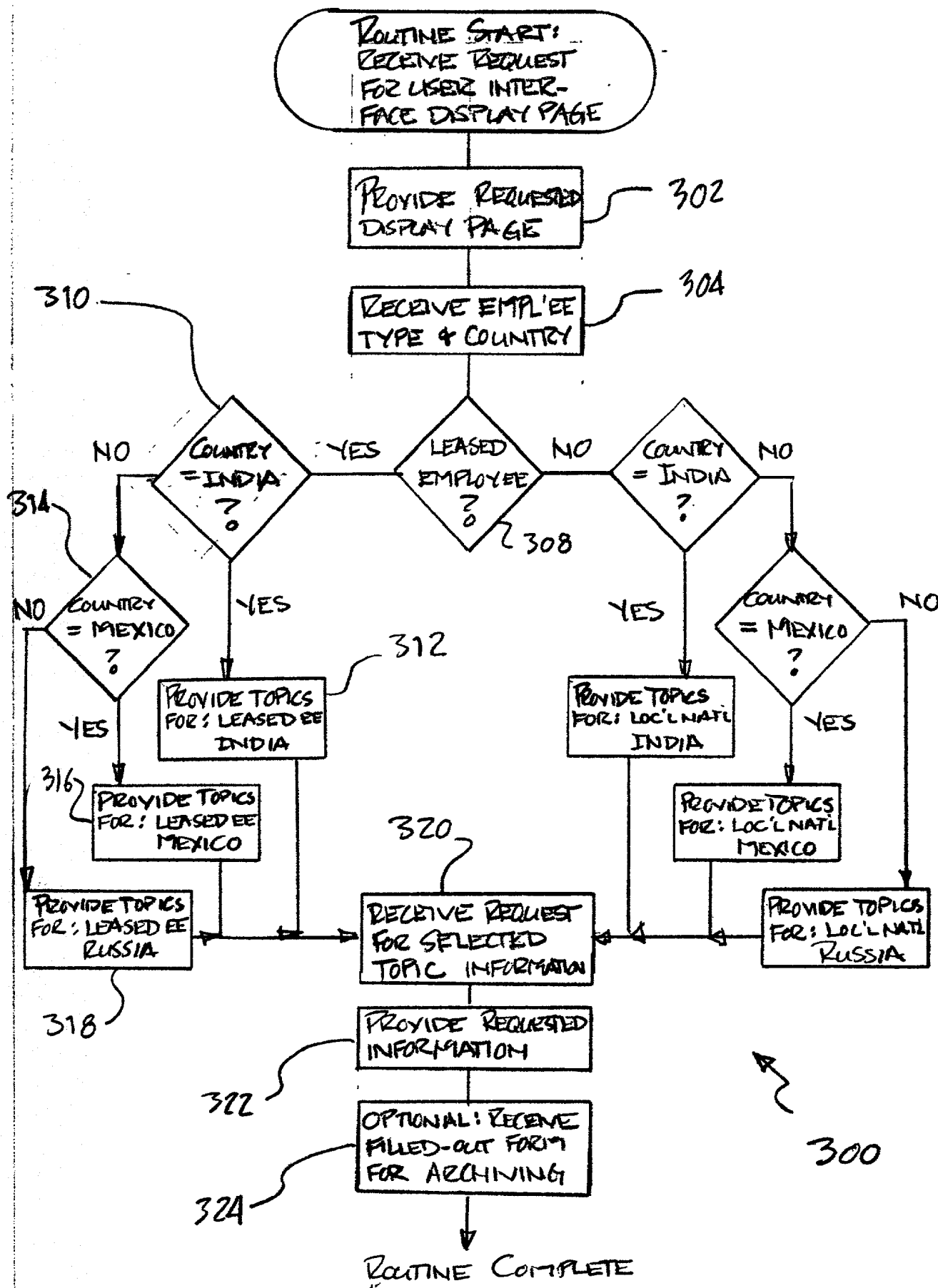


FIGURE 3

402

USER INFORMATION:

NAME: \_\_\_\_\_ email: \_\_\_\_\_ Address: \_\_\_\_\_

TELE: \_\_\_\_\_ FAX: \_\_\_\_\_

404

EMPLOYEE TYPE

LEASED
LOCAL NAT'L
etc.

410

COUNTRY

INDIA
MEX.
RUSSIA
etc.

406

414

Submit

ENTER

416

FIG. 4

400

502

Local/National

504

INDIA

500

506

☒ Recruiting Process

☒ Compensation Development

☒ Benefits Allocation

☒ Training (U.S. based): Required Documents

☒ Ground Rules

☒ Non-Immigrant U.S. Visas Commonly used

☒ Other Training & Landing Preparation

\* Landing Preparation Check List

516

SUBMIT

FIG. 5

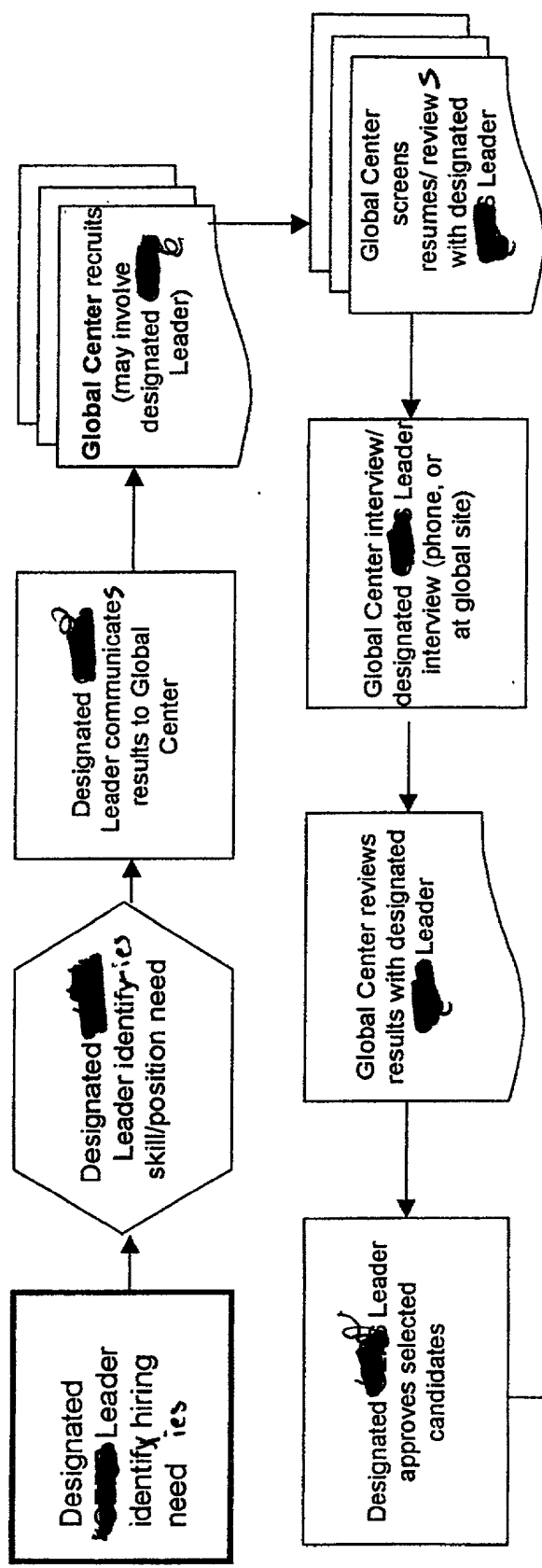
FIG. 600

Local National

Recruiting Process Flow

Recruiting: (India/Mexico)

608



32

600

FIG 6

**Local National**

708

702

**Compensation:**

(India)

706

- Salary determination based on: current salary, national/industry survey, experience, potential/value, where the candidate is residing and will include:
  - base salary, HRA, special allowance, leave travel allowance, medical reimbursement/ allowance (paid in equal monthly installments), car maintenance expense, Provident Fund (*employer's contribution*  $\times$  % of *basic salary*), retirement funds ( $\times$  % of *basic salary*)

700

34

FIG 7

**Local National**

806

**Benefits: (India)**

802

808

Types of coverage:

- Medical Allowance
- Comprehensive Medical Coverage
- Personal Accident Insurance
- Provident Fund
- Gratuity Fund
- Leave Travel Allowance
- Conveyance Allowance

38

800

FIG. 8



# TRAINING: REQUIRED DOCUMENTS

## I-1 "Exchange Visitor" Visa Information Form

### Part 1 To Be Completed By Applicant

Applicant's Full Name: \_\_\_\_\_ Male ☐  
 Female ☐ (Family) (Given) (Middle)  
 Marital Status: Married ☐ Widowed ☐ Divorced ☐ Single ☐  
 Current Home Address: \_\_\_\_\_

(Note: U.S. Immigration law requires that you have a foreign residence which you do not intend to abandon.)

Home telephone: \_\_\_\_\_  
 Current telephone (Office): \_\_\_\_\_ Fax: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 \_\_\_\_\_ (City) \_\_\_\_\_ (Country)  
 (Mo/Day/Yr)

Passport No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Country of Legal Permanent Residence: \_\_\_\_\_  
 (if different than Nationality)

U.S. Social Security No. \_\_\_\_\_  
 (if any)

Address in U.S. where you will live during program (if known): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicant's dates of prior periods of stay in the U.S. in any capacity (e.g., "B-1" "J-1", "H-1" or "L-1" U.S. visa, most recent first) in the last 6 years and visa status:

	Arr. Date	Dep. Date	Visa	Arr. Date	Dep. Date	Visa
1			4			
2			5			
3			6			

FIG 9

U.S. VISAS COMMONLY USED

# GLOBAL SUPPLIER TALENT DEVELOPMENT

1004 - LOCAL NHIL  
1006 - INDIA

Letter Designation	Common Title	Status Requirements	Comments	Duration of Status	US Tax Status	Application Process/Time
B-1	Business or Pleasure Visitor	~ Temporary Visit ~ No intent to abandon foreign residence	~ Employment in US NOT authorized ~ Used for meetings, consultations	~ May be valid up to one year ~ May be extended in US	Non resident but may be taxed in US on US income	~ Alien applies at US consulate abroad ~ 1-7 days (est)
W/B	Visa Waiver	Same as B-1	Same as B-1	80 days NOT extendible in the US	Same as B-1	~ Only certain countries participate ~ Issued at P.O.E. day of arrival ~ Sponsored by educational institution ~ Application at US consulate abroad
F-1	Academic Student	~ Enrolled in full time course of study at approved educational institution ~ No intent to abandon foreign residence	~ Employment for post-graduate practical training may be authorized by educational inst. For up to one year	Valid for duration of status	Non resident but may be taxed on comp. if employed	~ Alien applies at US consulate abroad
TN	Canadian Professional	~ Temporary stay ~ "Professional" status ~ Canadian citizen	Authorized to work in the US	~ One year ~ Renewable indefinitely	~ Dependent upon length of stay ~ US-Canada treaty may apply	~ Alien applies at US Port of Entry ~ No visa required
H-1B	Temporary Worker	~ Coming temporarily to US to provide services ~ In a "specialty" occupation requiring equivalent of US BS or BA degree	~ Employment authorized ~ Sponsored by US employer ~ Employer must guarantee alien's repatriation ~ Employee must make certification to DOL including alien will be paid higher of "actual or prevailing wage"	~ Maximum term 6 years ~ Numerical cap of 65,000 H-1B visas annually	~ Generally resident and taxed on all income	~ Employer files petition at INS office in US ~ If approved, alien may change status if in US or outside US ~ May apply at US Consulate ~ Allow 3 months
L-1A	Intracompany transferee (manager/exec)	~ Employed by "affiliate" company outside US for one of last 3 years ~ Coming temporarily to provide services in managerial or executive capacity to another "affiliate"	~ Employment authorized ~ Sponsored by US employer ~ DOL certification not required	~ Maximum term 7 years	Generally resident and taxed on all income	~ Employer files petition at INS in US ~ If approved may change status if in US or outside US ~ May apply at US Consulate ~ Allow 3 months
L-1B	Intracompany transferee (specialized knowledge)	~ Same as L-1A ~ Coming temporarily to provide services in specialty occupation for another "affiliate"	Same as L-1A	Maximum term 5 years	Same as L-1A	Same as L-1A
L-1A Blanket	Same as L-1A and L-1B	Same as L-1A & L-1B but affiliate must be on "Blanket List" certified to INS by the Company	Same as L-1A & L-1B	Same as L-1A & L-1B	Same as L-1A & L-1B	~ Petition prepared by GETSCO ~ Filed at US Consulate ~ Allow one month
J-1	Exchange Visitor (trainee)	~ Coming to US temporarily to participate in a U.S. A. designated program ~ No intent to abandon foreign residence ~ Training program must be approved and meet specific criteria	~ Employment permitted only as integral part of bona fide training ~ Alien may be subject to 2 year foreign residency requirement after training	~ Maximum term 18 months ~ Additional 30 days to travel	Non resident but may be taxed if paid from US source	~ IAP-68 Form prepared by GETSCO ~ Alien applies at US Consulate abroad ~ Allow one month
	Professor or Research Scholar	~ "Qualified researcher" (MS or higher)	~ Employment permitted as part of research activities ~ 2 year foreign residency requirement after training	~ Initial term of 3 years which USIA may extend for additional 3 years ~ Additional 30 days to travel		

FIG. 10

1000

1106

ALL COUNTRIES

1104

Landing Preparation Check List

9

1102

**Support Roles**

Corporate support: Counsel's office  
Home Country Support: Supplier/Global Center  
Host Country Support: designated Leader

**Pre-Assignment Preparation**

• Selection process - Designated Leader and Supplier/Global Center select candidate for training in U.S.

• Visa - identify visa type (L-1-A & B, and J-1), processed by Supplier/Global Center HR

- as Letter of Residency
- as Assurance Letter
- as Passport
- as IAP56 Form (GE Counsel office)

• Air transportation to U.S. arranged by Supplier/Global Center HR

• Driver's license - transferring employee must obtain an international driver's license and take driving lessons in the U.S. Car rental companies require both home country & international license

- as residency permit, police registration

• Cultural Orientation - expectations, setting in U.S. conducted by Supplier/Global Center HR (i.e., norms, payroll, banking, tax laws FAQs, contact lists, etc.)

• Medical - specific insurance provided by Supplier/Global Center

• Payroll - Supplier/Global Center HR determines prior to departure insurance, money exchange rates and banking information

• Housing - Supplier/Global Center HR work together with designated leader as per family size, gender of anticipated group, furnished, secure short-term lease, telephone,

1110

1112

Complete ✓

1108

FIG. 11

S

83

1100

